

Laffoon, Susan

From: Laffoon, Susan
Sent: Friday, June 20, 1997 2:38 PM
To: Podraza, Ken; Fenner, Bob
Cc: Holleman, Robin; Burroughs, Sheila
Subject: Final Domestic CI Distribution

Ken & Bob,

We need your final blessings on this distribution. Cathy Ellis reviewed the original distribution and added David Dangoor, Andres Gemblar, Marc Goldberg, Peuckert, McVicker and the **Presidents, Operating Heads, and Marketing Heads of all Regions** (Joy Provided a list of presidents, etc.). Cathy also said, "Send a note to the distribution asking them to review and add those which would routinely need this kind of information and delete those (including themselves) who do not need this info on a regular basis. The note should describe the report, information in it, and frequency".

Please review the attached distribution. I have highlighted Cathy's additions. Ignore the format, as it was set up that way for sorting. **Please let us know if there are any names that can be removed;** this distribution is 72 reports, including Sheila and Robin.



Distribution.xls

Following the distribution is a memo (suggested by both Bob and Cathy) that we want to include with the first report.



memo.doc

I'm on vacation June 23-27, so please communicate your approval or any changes to Robin Holleman or Sheila Burroughs. Is there anyone else who should review this before we send to Central File for review and Howard to print and bind.

Thanks for your help.

Susan Laffoon